

**REPORT OF THE AUDIT OF THE
OWSLEY COUNTY
SHERIFF'S SETTLEMENT - 2007 TAXES**

**For The Period
June 2, 2007 Through July 1, 2008**



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EXECUTIVE SUMMARY
AUDIT EXAMINATION OF THE
OWSLEY COUNTY
SHERIFF'S SETTLEMENT - 2007 TAXES

For The Period
June 2, 2007 Through July 1, 2008

The Auditor of Public Accounts has completed the audit of the Sheriff's Settlement - 2007 Taxes for Owsley County Sheriff for the period June 2, 2007 through July 1, 2008. We have issued an unqualified opinion on the financial statement taken as a whole. Based upon the audit work performed, the financial statement is presented fairly in all material respects.

Financial Condition:

The Sheriff collected taxes of \$890,564 for the districts for taxes, retaining commissions of \$37,521 to operate the Sheriff's office. The Sheriff distributed taxes of \$849,801 to the districts for taxes. Taxes of \$450 are due to the districts from the Sheriff.

Report Comment:

- The Sheriff's Office Lacks Adequate Segregation Of Duties

Deposits:

The Sheriff's deposits were insured and collateralized by bank securities.

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CRIT LUALLEN
AUDITOR OF PUBLIC ACCOUNTS

To the People of Kentucky
Honorable Steven L. Beshear, Governor
Jonathan Miller, Secretary
Finance and Administration Cabinet
Honorable Cale Turner, Owsley County Judge/Executive
Honorable Kelly Shouse, Owsley County Sheriff
Members of the Owsley County Fiscal Court

Independent Auditor's Report

We have audited the Owsley County Sheriff's Settlement - 2007 Taxes for the period June 2, 2007 through July 1, 2008. This tax settlement is the responsibility of the Owsley County Sheriff. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for Sheriff's Tax Settlements issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the Sheriff's office prepares the financial statement on a prescribed basis of accounting that demonstrates compliance with the modified cash basis, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the accompanying financial statement referred to above presents fairly, in all material respects, the Owsley County Sheriff's taxes charged, credited, and paid for the period June 2, 2007 through July 1, 2008, in conformity with the modified cash basis of accounting.

In accordance with Government Auditing Standards, we have also issued our report dated January 9, 2009 on our consideration of the Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.



To the People of Kentucky
Honorable Steven L. Beshear, Governor
Jonathan Miller, Secretary
Finance and Administration Cabinet
Honorable Cale Turner, Owsley County Judge/Executive
Honorable Kelly Shouse, Owsley County Sheriff
Members of the Owsley County Fiscal Court

Based on the results of our audit, we present the accompanying comment and recommendation, included herein, which discusses the following report comment:

- The Sheriff's Office Lacks Adequate Segregation Of Duties

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Crit Luallen", with a long horizontal flourish extending to the right.

Crit Luallen
Auditor of Public Accounts

January 9, 2009

OWSLEY COUNTY
KELLY SHOUSE, SHERIFF
SHERIFF'S SETTLEMENT - 2007 TAXES

For The Period June 2, 2007 Through July 1, 2008

<u>Charges</u>	<u>County Taxes</u>	<u>Special Taxing Districts</u>	<u>School Taxes</u>	<u>State Taxes</u>
Real Estate	\$ 104,541	\$ 238,993	\$ 288,342	\$ 84,726
Tangible Personal Property	5,252	18,534	15,203	11,490
Fire Protection	1,003			
Franchise Taxes	25,564	60,641	73,682	
Unmined Coal - 2007 Taxes	2,031	4,299	5,602	1,646
Oil and Gas Property Taxes	1,357	2,871	3,742	1,100
Penalties	1,374	3,065	3,753	1,171
Adjusted to Sheriff's Receipt	285	638	(425)	36
Gross Chargeable to Sheriff	141,407	329,041	389,899	100,169
<u>Credits</u>				
Exonerations	1,232	2,755	3,398	998
Discounts	1,334	3,113	3,640	1,133
Delinquents:				
Real Estate	6,315	13,536	17,294	5,082
Tangible Personal Property	5	22	15	15
Unmined Coal - 2007 Taxes	1,423	3,011	3,925	1,153
Exonerations - Unmined Coal	83	175	228	67
Total Credits	10,392	22,612	28,500	8,448
Taxes Collected	131,015	306,429	361,399	91,721
Less: Commissions *	5,856	13,023	14,456	4,186
Taxes Due	125,159	293,406	346,943	87,535
Taxes Paid	124,873	291,916	346,106	86,906
Refunds (Current and Prior Year)	286	1,040	837	629
Due Districts		**		
as of Completion of Audit	\$ 0	\$ 450	\$ 0	\$ 0

* and ** See next page.

The accompanying notes are an integral part of this financial statement.

OWSLEY COUNTY
KELLY SHOUSE, SHERIFF
SHERIFF'S SETTLEMENT - 2007 TAXES
For The Period June 2, 2007 Through July 1, 2008
(Continued)

* Commissions:

10% on	\$	10,000
4.25% on	\$	519,165
4% on	\$	361,399

** Special Taxing Districts:

Library District	\$	321
Extension District		<u>129</u>
Due Districts	\$	<u><u>450</u></u>

OWSLEY COUNTY
NOTES TO FINANCIAL STATEMENT

July 1, 2008

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

The Sheriff's office tax collection duties are limited to acting as an agent for assessed property owners and taxing districts. A fund is used to account for the collection and distribution of taxes. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

B. Basis of Accounting

The financial statement has been prepared on a modified cash basis of accounting. Basis of accounting refers to when charges, credits, and taxes paid are reported in the settlement statement. It relates to the timing of measurements regardless of the measurement focus.

Charges are sources of revenue which are recognized in the tax period in which they become available and measurable. Credits are reductions of revenue which are recognized when there is proper authorization. Taxes paid are uses of revenue which are recognized when distributions are made to the taxing districts and others.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the Sheriff's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

Note 2. Deposits

The Owsley County Sheriff maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC) as required by KRS 66.480(1)(d). According to KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the Sheriff and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution.

OWSLEY COUNTY
NOTES TO FINANCIAL STATEMENT
July 1, 2008
(Continued)

Note 2. Deposits (Continued)

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a depository institution failure, the Sheriff's deposits may not be returned. The Owsley County Sheriff does not have a deposit policy for custodial credit risk but rather follows the requirements of KRS 41.240(4). As of July 1, 2008, all deposits were covered by FDIC insurance or a properly executed collateral security agreement.

Note 3. Tax Collection Period

A. Property Taxes

The real and personal property tax assessments were levied as of January 1. Property taxes were billed to finance governmental services for the year ended June 30, 2008. Liens are effective when the tax bills become delinquent. The collection period for these assessments was September 24, 2007 through July 1, 2008.

B. Unmined Coal Taxes

The tangible property tax assessments were levied as of January 1, 2007. Property taxes are billed to finance governmental services. Liens are effective when the tax bills become delinquent. The collection period for these assessments was February 18, 2008 through July 1, 2008.

Note 4. Interest Income

The Sheriff earned \$475 as interest income on taxes. The Sheriff distributed the appropriate amount to the school district as required by statute, and the remainder was used to operate the Sheriff's office.

Note 5. Sheriff's 10% Add-On Fee

The Sheriff collected \$7,706 of 10% add-on fees allowed by KRS 134.430(3). Add-on fees are used to operate the Sheriff's office. As of January 9, 2009, the Sheriff owed \$5,132 in 10% add-on fees to his fee account.

Note 6. Advertising Costs And Fees

The Sheriff collected \$250 of advertising costs and \$1,195 of advertising fees allowed by KRS 424.330(1) and KRS 134.440(2). The Sheriff distributed the advertising costs to the county as required by statute, and the advertising fees were used to operate the Sheriff's office.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL
STATEMENT PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS



CRIT LUALLEN
AUDITOR OF PUBLIC ACCOUNTS

The Honorable Cale Turner, Owsley County Judge/Executive
Honorable Kelly Shouse, Owsley County Sheriff
Members of the Owsley County Fiscal Court

Report On Internal Control Over Financial Reporting And On
Compliance And Other Matters Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards

We have audited the Owsley County Sheriff's Settlement - 2007 Taxes for the period June 2, 2007 through July 1, 2008, and have issued our report thereon dated January 9, 2009. The Sheriff prepares his financial statement in accordance with a basis of accounting other than generally accepted accounting principles. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Sheriff's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Sheriff's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Sheriff's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However as discussed below, we identified a certain deficiency in internal control over financial reporting that we consider to be a significant deficiency.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with the modified cash basis of accounting which is a basis of accounting other than generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statement that is more than inconsequential will not be prevented or detected by the entity's internal control over financial reporting. We consider the deficiency described in the accompanying comment and recommendation to be a significant deficiency in internal control over financial reporting.

- The Sheriff's Office Lacks Adequate Segregation Of Duties



Report On Internal Control Over Financial Reporting And
On Compliance And Other Matters Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards
(Continued)

Internal Control Over Financial Reporting (Continued)

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statement will not be prevented or detected by the entity's internal control. Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. However, we believe that the significant deficiency described above is a material weakness.

Compliance And Other Matters

As part of obtaining reasonable assurance about whether the Owsley County Sheriff's Settlement - 2007 Taxes for the period June 2, 2007 through July 1, 2008, is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

The Sheriff's response to the finding identified in our audit is included in the accompanying comment and recommendation. We did not audit the Sheriff's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of management, the Owsley County Fiscal Court, and the Kentucky Governor's Office for Local Development and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,



Crit Luallen
Auditor of Public Accounts

January 9, 2009

COMMENT AND RECOMMENDATION

OWSLEY COUNTY
KELLY SHOUSE, SHERIFF
COMMENT AND RECOMMENDATION

For The Period June 2, 2007 Through July 1, 2008

INTERNAL CONTROL - SIGNIFICANT DEFICIENCY AND MATERIAL WEAKNESS:

The Sheriff's Office Lacks Adequate Segregation Of Duties

The Sheriff's office lacks adequate segregation of duties because the bookkeeper maintains receipts and disbursements ledgers, collects funds from customers, performs daily checkout procedures, deposits tax collections, and prepares checks. Strong internal controls dictate the same employee should not handle and record receipts and disbursements. We recommend the Sheriff segregate these duties or implement steps to strengthen internal controls, such as:

- The Sheriff should periodically compare the daily bank deposit to the daily tax collection printout. Differences should be reconciled. The Sheriff should document his comparison by initialing the bank deposit and the daily tax collection printout.
- The Sheriff should compare daily tax collection printouts each month to the monthly tax report for each district. Differences should be reconciled. The Sheriff should document his comparison by initialing the district's monthly tax report.
- The Sheriff should periodically compare payments made to taxing districts per the monthly tax reports to checks actually written. The Sheriff should document this by initialing the monthly tax report noting that the payment amount agreed with the check.
- The Sheriff should periodically compare the bank reconciliation to the checkbook balance. Differences should be reconciled. The Sheriff should document this by initialing the bank reconciliation and the balance in the checkbook.
- The Sheriff should sign checks paid from his office.
- The Sheriff should mail or deliver tax payments to the districts.

Sheriff's Response: Due to staff shortage we have a hard time segregating duties but we will do our best to correct this.

